

CHAPTER 1

PROCEDURES FOR PREPARING AND SECURING A STREET AND DRIVEWAY ACCESS PERMIT

A. General

A Street and Driveway Access Permit (referred to as “PERMIT”) is issued by the NCDOT District Engineer ([See Appendix 2, page 68 for list of Division and District Offices](#)) and is for street and driveway connections to the State Highway System. Some locations may require local government approval. The applicant is responsible for determining and adhering to local government requirements when the proposed development is within a local government’s jurisdiction. In the case of joint jurisdiction, concurrent reviews should be coordinated by the applicant between officials from the local government and the NCDOT in order to avoid conflicts between requirements and to streamline the review process. On larger developments, the applicant is encouraged to arrange a pre-submittal conference with the District Engineer and local jurisdiction prior to formally submitting an application.

Approval of site specific development plans by local government does not confer any obligation on NCDOT to allow the number, location, or design of any access or traffic control measure shown on that plan.

The applicant is responsible for all applicable environmental permits (i.e., erosion control, water quality, and wetlands) required for construction within the highway right-of-way resulting from the development.

An application for a PERMIT ([Appendix 3, page 69](#)) should be submitted in the early planning stages of the development. Completed applications will be accepted only from property owners or their legally authorized agent. Certification of legal ownership or authorized agency may be required. Upon approval of the application by the District Engineer, the PERMIT will be issued to the applicant stipulating the conditions of the approval.

When construction of any new connection or alteration of any existing connection is to be performed on the State Highway System by entities other than the NCDOT, the PERMIT must be secured prior to beginning the work. The PERMIT must also be secured prior to the change or alteration of existing or proposed